

May 4, 2017


TO: ALL CONCERNED
FROM: 
Nolan P. Espinda, Director

SUBJECT: **AMENDMENTS TO COR.14.11: ESTABLISHMENT OF NEW
ACADEMIC AND CAREER AND TECHNICAL PROGRAMS**

The following are the significant changes to COR.14.11, effective May 4, 2017:

- 1) In the title of the policy, changed Vocational to Career and Technical.
- 2) Deleted References section and renumbered subsequent sections.
- 3) In Section 2.0, Definitions, added the definition for Curriculum.
- 4) Modified numbering so that numbering is consistent and sequential.
- 5) Modified formatting so that it is consistent with other policies.
- 6) Other minor grammar changes.

If you require any clarification, please contact Shelley Nobriga at 808-587-1262 or shelley.d.nobriga@hawaii.gov. COR.14.11 is to take effect on May 4, 2017.

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: May 4, 2017	POLICY NO.: COR.14.11
		SUPERSEDES (Policy No. & Date): COR.14.11 & 03/02/2009	
	SUBJECT: ESTABLISHMENT OF NEW ACADEMIC AND CAREER AND TECHNICAL PROGRAMS		Page 1 of 2

1.0 PURPOSE

To establish practices governing the establishment and review of new education programs.

2.0 DEFINITIONS

- .1 Course Syllabus: An organized outline of a course of instruction which includes detailed information on the subject matter to be presented with a detailed bibliography of references and text to be used in the presentation of the course. The syllabus should include a timetable for instruction and copies of tests and required research projects.
- .2 Curriculum: The aggregate of subjects comprising a course of study in a school, college and/or university.
- .3 Education Program: Academic or career and technical programs approved by the Corrections Education Branch Manager and offered by a facility education program.

3.0 POLICY

In order to ensure the highest quality of educational programming, and provide for consistent and well-coordinated instruction, all new education programs shall have the approval of the Education Services Branch Manager and the Corrections Program Services Administrator.

4.0 PROCEDURE

New education programs may be proposed by facility Warden, administrators and education programs through the following process:

- .1 Program Proposal

A proposed course syllabus, and a resume if necessary shall be forwarded to the Education Services Branch Manager for review and consideration.
- .2 Review
 - a. The Education Services Branch Manager shall review the proposed

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program with the instructor and the facility education supervisor.

- b. Accepted proposals shall be forwarded to the warden for review and comments.
- c. A copy of the final proposal shall be submitted to the Corrections Program Services Division Administrator for review and coordination with the Institutions Division Administrator. If approved by the Institutions Division Administrator and the Corrections Program Services Administrator, implementation planning should begin.

.3 Approved Programs

Upon approval, the program information shall be entered into the education database by the education supervisor, or designated education staff member.

5.0 RESPONSIBILITY

The Education Services Branch Manager together with the facility Education Supervisors and/or designated Education Specialists, shall review annually the effectiveness of the education programs for all facilities and submit a report to the Director of Public Safety through the Corrections Program Services Division Administrator and the Deputy Director for Corrections.

6.0 SCOPE

This policy applies to all correctional facility education programs.

APPROVAL RECOMMENDED:

 May 4, 2017
Deputy Director for Corrections Date

APPROVED:

 May 4, 2017
Director Date

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